



La Paz, Bolivia

DECEMBER 2009

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Contact Us

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Hours of Operation

LA PAZ

Mondays, Tuesdays and Thursdays

08:00 to 12:30

Fridays

8:00 to 12:30, and

14:00 to 16:00

(except U.S. and local holidays)

COCHABAMBA

Mondays, Wednesdays and Fridays

8:30 to 12:30

Tuesdays and Thursdays

8:30 to 12:30, and

14:00 to 15:00

(except U.S. and local holidays)

SANTA CRUZ

Mondays

9:00 to 12:30, and

14:00 to 17:00

Tuesdays, Wednesdays, Thursdays and Fridays

08:30 to 12:30

(except U.S. and local holidays)

American Citizens Services Newsletter

Coming Soon: ACS Appointment System

On February 1, 2010, the American Citizens Services Unit will be introducing an appointment system for all non-emergency services, including passport renewals (and passport extra pages), birth registrations, notarial services, and general inquiries. Anyone requesting American citizen services must make an appointment in advance for services rendered after that date.

The American Citizens Services Unit will begin *accepting* appointments on January 11, 2010.

After February 1, 2010, only customers with appointments will be admitted into the Consular Section for all non-emergency matters. Walk-ins will continue to be accepted during regular ACS hours until January 29, 2010. **To make an appointment, please visit the Embassy [website](#) after January 11, 2010 for more information.**

Voting Workshop for the 2010 Elections

The Federal Voting Assistance Program (FVAP) is scheduled to conduct a Voting Assistance Workshop at the U.S. Embassy in La Paz on Monday, February 1, 2010 at 13:00.

The workshop will provide important information, resources and tools to improve voter participation in our electoral process. American citizens who would like to attend this workshop should contact the Consular Section by email at: consularlapaz@state.gov.

Regional Security Office Corner

Express kidnappings have become an increasingly popular scheme used by criminals to rob people of their belongings. In this scheme, the victim boards a taxi in which the driver is an accomplice. Once the victim is inside, other individuals board the vehicle and rob the victim of his/her belongings. In some cases, the criminals drive to an ATM machine where they force the victim to withdrawal cash. In a few incidents, the victim has been seriously injured or held for several days until a ransom was paid.

The areas in La Paz where these crimes most commonly occur include Plaza Humbolt (in the Zona Sur), Plaza Abaroa, Plaza del Estudiante, Plaza Isabel La Católica (all in the downtown section of the city), and the bus terminal.

Recommendations: American citizens are urged to use extreme caution when selecting a taxi. Always try to call for a radio taxi. If calling a taxi in advance is not possible, select a taxi from a known company with the phone number displayed prominently on the side and roof of the vehicle. If you are able to call for the taxi, before entering it request that the driver call his/her dispatcher to confirm your name.

Upcoming Holidays

Please note that the Embassy will be closed on the following official holidays during the months of December 2009 and January, February, and March 2010.

Christmas Day	Friday, December 25, 2009
New Year's Day	Friday, January 1, 2010
Martin Luther King Jr.'s Birthday	Monday, January 18, 2010
Washington's Birthday	Monday, February 15, 2010
Carnival	Monday and Tuesday, February 15, 16 2010

What's New?

Denial of Passport and Consular Reports of Birth Applications Applications

The Department of State recently implemented a new policy regarding passport and/or Consular Reports of Birth Abroad. Under the new policy, if the applicant does not establish by a preponderance of the evidence that he or she meets the requirements for a U.S. passport or a Consular Reports of Birth Abroad (CRBA) within ninety days (90 days), either by submitting additional evidence or by requesting additional time to respond, the application must be denied unless it has been withdrawn in writing by the applicant.

When an application is denied, the applicant may apply again in the future; however, he or she must file a new application and pay the appropriate fees.

Emergency Photodigitized Passport

The Department of State requests that U.S. Embassies or Consulates issue emergency passports only in cases where a true emergency exists. Consular Sections are also now required to limit the passport validity to a maximum of three months. Generally speaking, the Consular Section considers an emergency to be when someone faces a life or death situation. Limited-validity passports may be exchanged for a full-validity passport within one year of issuance to avoid payment of another passport application fee.

Providing SSN On Passport Applications

Section 6039E of the Internal Revenue Code (26 U.S.C. S 6039E) requires applicants provide their Social Security Numbers (SSN), if they have one, when they apply for a U.S. passport or renewal of a U.S. passport. Form DS-11 Application for a U.S. Passport and form DS-82 Application for a U.S. Passport by Mail advise the passport applicant of the IRS requirements and the fact that there is a \$500 penalty for failure to provide the information enforced by the IRS.

Staying Connected

Internet-based Registration System

U.S. citizens who travel or reside abroad can now register a record of their trip or residence so that the Department of State and/or nearby Embassy or Consulate can communicate with and assist citizens in case of an emergency. Registration is now online, and can be accessed at: <https://travelregistration.state.gov/ibrs>.

If you are already registered with us, please re-register online so that we can update our records. Through this secure online registration system, citizens can register and update their contact information on the internet at any time.

The website also provides citizens with up-to-date travel information customized to their unique itinerary. The data citizens provide is secured behind Department of State firewalls, accessed only by cleared personnel in Embassies, Consulates, and the Department of State, and releasable only with the U.S. citizen's permission under the provisions of the Privacy Act.

Internal Revenue Service (IRS) Forms Online

Internal Revenue Service (IRS) tax forms for preparing 2009 tax returns are available online at <http://www.irs.gov/formspubs/index.html>. Please note that the Consular Section cannot provide U.S. taxpayer assistance, specifically in preparing tax returns. We also do not stock or provide tax forms given that those are now available on line. All tax-related queries should be directed to the IRS at www.irs.gov.

Frequently Asked Questions

How Can I Obtain a Replacement of a Consular Report of Birth Abroad ?

A replacement Consular Report of Birth Abroad (CRBA) can be obtained by writing to: Vital Records Section, Passport Services, 1111 19th Street, NW, Suite 510 Washington, D.C. 20522-1705.

A *written* request must be notarized and must include a copy of valid photo identification of the requester. The written request must include: (1) full name of child at birth (plus any adoptive names); (2) date and place of birth; (3) names of parents; (4) serial number, if known, of the CRBA (on those issued after November 1, 1990), if known; (5) any available passport information; (6) signature of requester and (7) a notarized affidavit for a replacement CRBA (if applicable).

The fee for a CRBA is \$30. Make check or bank draft drawn on a bank in the United States, or money order, payable to the "Department of State." The Department will assume no responsibility for cash lost in the mail. Documents will be provided to the person who is the subject of the Report of Birth, the subject's parents, the subject's legal guardian, authorized government agency, or a person who submits written authorization from the subject of the Report of Birth.

Frequently Asked Questions, Cont.

How Can I Obtain a Copy of a U.S. Birth Certificate?

To obtain a copy of any of a birth certificate in the United States, write or go to the vital statistics office (<http://www.vitalrec.com>) in the state or area where the event occurred.

What do I do if I lose my Certificate of Naturalization?

You may get a new Certificate of Naturalization by submitting an “Application for Replacement Naturalization/Citizenship Document” (Form N-565) to USCIS. You may request Form N-565 by calling the US-CIS Forms Line (1-800-870-3676), or by downloading the form at www.uscis.gov.

Can I apply For Social Security benefits at the U.S. Embassy in La Paz or at any of the Consular Agencies?

The American Citizen Services Unit at the U.S. Embassy and the Consular Agencies in both Cochabamba and Santa Cruz offer assistance and advice regarding U.S. Social Security benefits programs.

You may apply at the U.S. Embassy or Consular Agencies for different types of Social Security benefits: retirement, spouse's, survivors and disability benefits, or any combination of those benefits. You may also report your change of address, death of a beneficiary, a lost or stolen check, and request direct deposit of your benefits into a U.S. bank account.

Effective February 1, 2010, individuals who require American Citizens Services related to Social Security or other federal benefits must make an appointment through the Embassy website.



The American Citizens Services' (ACS) quarterly newsletter offers information to American citizens residing in Bolivia pertaining to consular procedures, policies, and other topics of general interest.

If you believe others would benefit from receiving this newsletter, please forward it to them and ask them to contact the American Citizens Services Unit to be added to the distribution list.

If you do not wish to receive this newsletter, or would like to be removed from our email list, please email us at consularlapaz@state.gov or USCit.Services.Bolivia@gmail.com. Our email address is reserved exclusively for U.S. citizen services.